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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220017-9

Report for Week Ending 19 May 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 20 actions requiring the printing of 256,700 copies or sets of blank forms.
- (2) One revised and five new forms were approved.
- (3) One form was obsoleted.
- (4) As a result of discussions with the Office of the Comptroller, eliminated need for transmittal dispatches for sending T/A forms to the field. This means an annual saving of:
 - a. 700 sets of the dispatch form.
 - b. 5400 sheets of Letterex.
 - c. 2100 transmittal slips.
 - d. Approximately \$400.00 in clerical time used in typing dispatches.
 - e. Substantial man-hours in the coordination and release of these dispatches by Agency Executives.

25X1

2. Assignments

a. Active

- ✓(1) Agency Chain Envelope.
- ✓(2) New Building Project.
Approximately 75% completed.
- ✓(3) Uniform Information Report.
- ✓(4) Elimination of Transmittal Dispatches for Personnel-type data.
- ✓(5) Expediting the Printing of Information Reports.

25X1

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Met with and representatives of RC/RQM and CI Staff to discuss standardized routing of CS Reports. Made arrangements to meet with a representative of Addressograph-Multilith Corp., later this week to discuss methods of "stamping" this routing on CS mats.

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(6) Four new and 15 revised forms.

3. News

- 25X1 a. My trip to [] was postponed until 27 May 1959.
- b. Our requisition for Training Aids was reviewed by SD/OL today. Procurement Division O/L should get the requisition by tomorrow. We will continue to follow to expedite delivery. [] 25X1
- 25X1 c. Plan to meet with DD/P and Management Staff representatives to discuss a form concerning authority for destruction of RID files on 21 May. []
- d. [] attended the last IRAC meeting. [] 25X1
- [] 25X1

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